

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

October 22 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, October 14: Courts closed for Columbus Day

Tuesday, October 15: Economic Development Authority, Planning Commission meetings

Wednesday, October 16: Fire/EMS Training Center Ceremony

Thursday, October 17: Tourism Board, Board of Architectural Review meetings

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- Text to 911 (NEW-10/10)



Winchester Parks and Recreation, Shenandoah University's Environmental Studies Program and the Winchester-Clarke Garden Club have been conducting activities to conserve Winchester's unique Abrams Creek Wetlands Preserve. [Learn More](#)

City Manager's Takeaways

Along with Mayor Smith, Vice Mayor Hill, Councilor Wiley and Councilor Willingham, attended the annual Virginia Municipal League Conference in Roanoke to learn about innovative programs in other localities and available funding streams for local governments.

Spoke to the Virginia Tech Graduate Certificate in Local Government Management Program on public private partnerships and opportunities for use in Virginia local governments.



Public Safety

Winchester Police

- Attended Virginia Criminal Information Network, Transformational Trainer, and Facebook & Instagram trainings.
- Launched the Fight the Fraud Inferno campaign.
- Continued interviews and hiring procedures for open positions.
- Worked on policies 2-5 and 2-4g.
- Attended State Accreditation Conference.
- Met with news director of The River 95.3.
- Attended Valor Award meeting and Trauma to Trial Conference.
- Hosted a table at the Shenandoah University career fair.
- Met with Fire and Rescue regarding TEMO.
- Attended monthly meeting with the Commonwealth's Attorney.
- Continued planning Trunk or Treat.
- Conducted massage parlor investigations.
- Emergency Communications Center was featured on the Rouss Review podcast to talk about Text to 911.
- Crime stats:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 12
 - Burglaries (residential) - 3
 - Burglaries (commercial) - 0
 - Property crimes: 24

Winchester Fire and Rescue

- Conducted interviews for 12 potential Firefighter candidates.
- Administered Flu shots to City employees.
- Attended the Valor Award Committee meeting.
- Attended the Christmas Parade meeting.
- Ladder 2 was returned to the City after equipment install.
- Attended a Heart and Vascular meeting.
- Participated in ECC Lead Communications Specialist interviews.
- Met with the Operations Medical Director.
- Concrete is being poured this week at the burn building for the floors, next week for the exterior pad with plans to begin setting steel early next week.
- Finalized the logistics for the Certified Driver Aerial class.
- Met with Valley Health's Employer Health for an introduction of the new Fire Chief and to kick-off for our annual physicals.
- Advanced a part-time Firefighter/EMT Paramedic to full-time employment status.
- Attended a luncheon for the Emil and Grace Shihadeh Innovation Center.

Police Activity	#
Calls for Service	862
Crash Reports	14
DUI/DWI	4
Alarms/False Alarms	33/33
Directed Patrols	59
Directed Patrols (OTW)	5
Extra Patrols	116
Extra Patrols (OTW)	59
Traffic Citations	38
Traffic Warnings	56
Parking Tickets	
Special Events Permits Received/ Approved	1/0 68 rec'd YTD

Fire Activity	Fire Activity
Fire	4
Overpressure	0
EMS/Rescue	107
Hazardous Cond.	4
Service Call	4
Mutual Aid Given	5
Good Intent	2
False Alarms	8
Special Incident	4
Plan Review	6
Inspections	7
Reinspections	6
Consultations	-

Emergency Management

- Met with the local Amateur Radio (ARES) representative to discuss disaster support capabilities.
- Participated in the Emergency Communications Center Supervisor interviews.
- Participated in the VDEM State Homeland Security Program grant announcement.
- Exercised the Emergency Operations Center (EOC) in a box technology with I&IS.
- Participated in the VA Emergency Management Association (VEMA) Webinar.
- Instructed day two of the Remote Pilot 101 Course.
- Received grant award documents from VDEM for local Emergency Management program

Development Services

Economic and Workforce Development

- Attended the Virginia Education and Workforce Conference; speakers covered latest trends and innovative efforts in workforce development.
- Spoke at the Lord Fairfax Community College Small Business Development Commission Opportunity Zone Seminar.
- Attended the Northern Shenandoah Valley Regional Commission Virginia Outdoors Plan Meeting.
- Attended the Chamber Marketing and Branding Committee meeting.
- Continued monitoring the progress of the Kent/Piccadilly street redevelopment demolition.
- Met with investors/developers working on project development concepts in Winchester.
- Conducted Building Official interviews.
- Reviewed Community Development Block Grant files and discussed 2019 CAPER for Community Development Committee meeting.
- Continued working on FY17 and FY18 EDA audits.

Arts and Vitality & Old Town

- Facilitated free Shakespeare at the Taylor event, which drew 157 audience members and an estimated 100 passers-by between 11 and 2:30 PM.
- Held Old Town Advancement Commission promotions committee meeting.
- Met with Traveling Art Club to discuss possible downtown arts education programming.
- Facilitated Entertainment Industry Mixer event at Bright Box Theatre which hosted an estimated 50 musicians, sound engineers, and booking agents from the greater Winchester area in a business-casual networking setting.
- Received Holly Jolly postcards for distribution to Old Town community through Oktoberfest event, kicking off holiday promotions.
- Finalized quarterly Virginia Main Street reports.
- Began conceptual planning for 2020 farmers market.
- Assisted 52 tourists and 19 locals at the Welcome Center.

Planning

- Continued work on Chapter edits for the update of the Comprehensive Plan in advance of the October 15th Planning Commission meeting.
- Attended 275th Anniversary Committee meeting on October 7th. Prepared for upcoming book launch, history challenge and history-based events scheduled for remainder of calendar year.
- Prepared and electronically distributed the agenda packet for the October 17th Board of Architectural Review meeting. Three cases including a conceptual review of redevelopment of the burned out building at 137 S Loudoun Street (south end of the walking mall).
- Staffed the October 8th Council meeting where the First Reading of Piccadilly Street Investment rezoning was held under Consent Agenda.
- Conducted interviews for permanent Building Official. Reviewed applications for permanent Zoning Administrator.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Held a tourism board finance committee meeting on Wednesday
- Attended an update call on Wednesday to update on progress of the new ad campaign.
- Had a 2-day photo shoot at various locations in the city and county on Thursday and Friday.
- Attended Chamber of Commerce marketing and branding committee meeting on Friday.
- Continued improvements and projects at the Visitor Center offices throughout the week.

Zoning and Inspections

- Completed:
 - 152 building permit inspections and issued 47 building/trades permits (\$574,814 valuation)
 - Significant project: 1944 Valley Avenue - new bathroom (\$393,842)
 - 117 code enforcement inspections and initiated 44 new cases
 - 1 new business review (1 business, 0 home business)
- Removed 13 signs from the public right of way (YTD=270).
- Attended property maintenance training.

Permit #	Type	Address	Description	Value
19 00003519	RREM	125 W PICCADILLY ST	DRYWALL	\$1,200
19 00003524	BLDG	349 GEORGE ST	20X20 GARAGE	\$25,000
19 00003546	SIGN	14 20 E GERRARD ST	BLDG MOUNTED SIGN	\$3,000
19 00003400	SIGN	16 S BRADDOCK ST	PROJECTING SIGN	\$100

Permit #	Type	Address	Description	Value
19 00003547	SIGN	29 WEEMS LN	BLDG MOUNTED SIGN	\$3,000
19 00003484	DECK	1876 ROSSER LN	REPLACE EXITING DECK W/ NEW	\$1,450
19 10000048	PSPS	16 S BRADDOCK ST	PORTABLE SIGN	\$20
19 00003554	BLDG	1031 ORCHARD AVE	SOLAR ARRAY	\$27,000
19 00001479	SIGN	650 S108 CEDAR CREEK GR	BLDG MOUNTED SIGN	\$3,328
19 00003036	MECH	2600 VALLEY AVE	NEW HEAT PUMPS	\$9,900
19 00003518	NRRM	1944 VALLEY AVE	NEW BATHROOM	\$393,842
19 00003550	DECK	2902 PACKER ST	NEW DECK	\$1,000
19 00003610	NGAS	2615 CORNERSTONE CIR	REPLACE GAS FURNACE	\$100
19 00003551	DECK	2904 PACKER ST	NEW DECK	\$1,000
19 00003491	NRRM	19 23 N BRADDOCK ST	REPLACING WINDOWS	\$3,237
19 00003549	DECK	2900 PACKER ST	NEW DECK	\$1,000
19 00003552	DECK	2906 PACKER ST	NEW DECK	\$1,000
19 00002045	ELEC	203 E SOUTHWERK ST	NEW TOWNHOUSE	\$5,000
19 00002044	ELEC	207 E SOUTHWERK ST	NEW TOWNHOUSE	\$5,000
19 00001479	FSUP	650 S108 CEDAR CREEK GR	ALTERING WET SYSTEM	\$1,500
19 00003610	MECH	2615 CORNERSTONE CIR	REPLACE GAS FURNACE	\$3,200
19 00003617	PLBG	422 MILLWOOD AVE	NEW FIXTURES/GAS FURNACE	\$4,200
19 00002956	ELEC	1001 E CORK ST	ANTENNA POLE	\$9,000
19 00003617	NGAS	422 MILLWOOD AVE	NEW GAS FURNACE	\$1,200
19 00003388	BLDG	411 HIGHLAND AVE	NEW 1/2 BATH/ BATHROOM REMODEL	\$1,000
19 00002043	ELEC	1318 S KENT ST	NEW TOWNHOUSE	\$5,000
19 00002048	ELEC	1310 S KENT ST	NEW TOWNHOUSE	\$5,000
19 00003529	ELEC	1707 VALLEY AVE	HOT TUB/60A	\$1,000
19 00002337	ELEC	1850 APPLE BLOSSOM DR F-121	REMODEL	\$12,000
19 00002050	ELEC	1314 S KENT ST	NEW TOWNHOUSE	\$5,000
19 00002042	ELEC	209 E SOUTHWERK ST	NEW TOWNHOUSE	\$5,000
19 00002188	ELEC	1515 S LOUDOUN ST	NEW GARAGE	\$500
19 00002051	ELEC	1316 S KENT ST	NEW TOWNHOUSE	\$5,000
19 00002049	ELEC	1312 S KENT ST	NEW TOWNHOUSE	\$5,000
19 00003528	ELEC	806 MAHONE DR	SCREENED PORCH 19-2388	\$1,000

Permit #	Type	Address	Description	Value
19 00002047	ELEC	201 E SOUTHWERK ST	NEW TOWNHOUSE	\$5,000
19 00003388	PLBG	411 HIGHLAND AVE	NEW 1/2 BATH/ BATHROOM REMODEL	\$100
19 00003541	ELEC	1775 NORTH SECTOR CT	TEMP GENERATOR	\$2,000
19 00003532	ELEC	536 JEFFERSON ST	CONSTRUCTION TRAILER	\$2,570
19 00002046	ELEC	205 E SOUTHWERK ST	NEW TOWNHOUSE	\$5,000
19 00003530	ELEC	414 N KENT ST	EMERGENCY/EXIT LITES	\$450
19 00002159	FSUP	650 S114 CEDAR CREEK GR	ALTERING SPRINKLER SYSTEM	\$1,500
19 00003539	ELEC	300 WESTMINSTER CANT DR	CHG UNDER CABINET LIGHTS	\$600
19 00003628	MECH	934 WOODSTOCK LN	REPLACE AIR COND/ FURNACE	\$5,000
19 00003526	AMUS	1001 E CORK ST	INFLATABLE FOR 10/12/19 FIREMA	\$167
19 00003628	NGAS	934 WOODSTOCK LN	REPLACE FURNACE	\$400
19 00002346	NGAS	404 S WASHINGTON ST	INSTALL RANGE	\$350
19 00002181	NGAS	426 W CLIFFORD ST	NEW APPLIANCES	\$1,900
Total: 47				\$574,814

Public Services

- Held the pre-bid meeting for contractors interested in bidding the trails project at the Museum of the Shenandoah Valley.
- Street repaving was completed on Jubal Early between Pleasant Valley and S. Loudoun and on Mall Blvd.
- The rubber sidewalk installation in sections impacted by trees was completed on Kinzel Drive as a part of the northeast sidewalk improvements project.
- The steel reinforcement for the walls of the new water storage tank at the end of Strothers Lane is progressing and concrete installation will begin next week.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	48	5,596
Water service lines replaced (number)	0	364
Water meters replaced (number)	98	1,963
Sanitary sewer mains replaced/lined (linear feet)	93	5,154
Sanitary sewer laterals replaced (number)	4	100
Sanitary manholes replaced (number)	2	38
Sidewalks replaced (linear feet)	200	26,175
Sidewalks repaired (linear feet)	1,722	105,457

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	8.58	Lane miles
	Potholes repaired	0	188	#
	Mowing	0	354.77	Acres
	Miles of streets swept	70.20	2,112.30	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	4	145	#
	Trees trimmed	5	448	#
	Stumps removed	1	180	#
Traffic	Street signs Installed/replaced	0	307	#
	Pavement markings repainted (City)	572	9,984	Linear feet
	Pavement markings repainted (contractor)	0	586,461	Linear feet
Refuse & Recycling	Refuse collected	124.30	5,067.11	Tons
	Recycling collected	43.03	1,937.08	Tons
	Large item pickups	5	170	#
Transit	Total passengers	2,845	106,207	#
	Revenue miles pick up/drop off	3,868	150,810	Miles
	Revenue hours pick up/drop off	367.77	13,848.23	Hours
Utility billing	Payments processed	1,938	55,975	#
	New bills mailed out	0	55,881	#
	Water services turned off (non-payment)	0	410	#
Water treatment plant	Average daily water demand	6.83	6.30	Million gallons/
	Peak daily water demand	7.24	7.74	day

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Wastewater treatment plant	Average daily flow treated	5.82	8.38	Million gallons/day
	Peak daily flow treated	6.07	20.04	
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	1,134	60,727	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	0	119,873	Linear feet
	After-hours call outs	4	207	#
Engineering	Site plans reviewed	7	99	#
	Floodplain permits issued	2	93	#
	Utility as-builts reviewed	1	10	#
	Right-of-way permits issued	24	174	#
	Land disturbance permits issued	0	11	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	27	1,698	#
	Erosion and sediment notices to comply	0	20	#
Facilities Maintenance	Work requests completed	18	821	#
	Special events assistance	1	42	#
	Maintenance of pedestrian mall	33	1,320	Staff hours
Equipment maintenance	Total repairs completed	92	3,342	#
Winchester Parking Authority	Work requests completed	7	311	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	5	227	#
	Monthly rental cancellations	5	129	#
	Total monthly leases in all autoparks	0	1,144	#
	Available monthly spaces in all autoparks	0	268	#
	Hourly parkers (all four garages)	3,307	117,011	#
	Park-Mobile transactions	833	28,451	#
	Meter violations	185	8,161	#

Social Services

- Received 106 Benefit Program applications: 25 SNAP, 48 Medicaid, 2 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 29 Home Energy Assistance Program
- Provided case management to:
 - 3,674 Medicaid cases
 - 1,326 SNAP cases
 - 66 TANF cases
 - 18 Auxiliary Grant cases
 - 55 individuals receive VIEW services
 - 57 families/124 children receive Child Care Subsidy Assistance.
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	139/116
Child Protective Service referrals	10
Placed "on notice" for foster care entry by JDRC	4
Children in foster care	56
Entered/exited foster care	2/0
Adoption subsidy cases/adoptions finalized	58/2
Child Protective Service (CPS) case management load	49
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/2/133
CPS family assessments & investigations of alleged maltreatment	104
Family Service intakes	8
Adult Protective Service referrals	3
Adult services case management load	8
Adult guardianships/cases	2/75
Adult Protective Service investigations/intakes	15/8
Family Services Prevention case management load	5
Uniform Assessment Instrument screenings	0

Support Services

Innovation & Information Services

- Completed requested technology information reports as requested by auditors.
- Worked on personal property receipt showing total interest due after applying payments.
- Discussed tech needs for Fire and Rescue apparatus.
- Worked with DataMark to get a NG911 Workshop at City Hall. Confirmed date of Friday, December 6.
- Started updating Tax Parcel Mapping application for public use. Map will allow citizen to have a seamless transition of functionality between City's parcel mapping and Frederick County main GIS site.
- Participated in FAA Part 107 Remote Pilot training.
- Continued editing City's address points and RCL data for NG911 project.
- Held kick-off call with our Amazon Business Rep - applied the tax exemption for Amazon purchases across ALL employees in Amazon account.
- Continued gathering IT metrics for Cost Plans Plus allocations.
- Windows 10 In-place upgrade. Pilot upgrades completed in: Traffic, Parks & Rec, Fire and Rescue, COR, and Facilities. 25+ Upgrades completed in total since 10/1. Facilities department completed. Upgrades include working with end user, responding to any questions/concerns and errors, upgraded to O365 if needed, importing bookmarks, and changing user preferences if needed.

Help Desk Requests	Count	Closed
Account Management	12	17
Applications	16	16
GIS	3	3
Hardware	9	19
Information Only	2	2
Infrastructure	8	7
No Action Required	6	6
Not Assigned	12	0
Procurement/Disposal	0	1
Reporting	0	0
Research	0	0
Total	68	71

Parks & Recreation

- Attended bi-weekly Maintenance Facility update.
- Met with AmeriGas to review gas line at Maintenance Facility.
- Held Christmas Parade meeting.
- Hosted Abrams Creek Volunteer Pruning Days.
- Continued cutting process at Abrams Creek Wetlands. [More Info](#)
- Continued follow-up with Winchester Public Schools regarding playground equipment.

Communications

- Distributed the October 9 CitE-News issue. [View](#)
- Handled 4 media requests for City information and staff interviews; 1 interview and 4 inquiries for WPD.
- Attended day two of sUAS (drone) pilot certification class.
- Filmed S2.E9 of publiCITY that features GIS Coordinator Kyle Schwizer and Arborist Jen Jenkins to discuss the *Stop the Spotted Lanternfly* ArcGIS Hub site and an update to the status of the invasion in our area.
- Recorded and posted S1.E19 of the Rouss Review podcast that features Emergency Communications Center Director Erin Malloy who explains the new Text to 911 program. [Listen](#)
- Filmed a promotional [video](#) for the Public Safety Chili Cook Off.
- Edited a promotional video to advertise Trunk-or-Treat.
- Set up the new filming studio in the Timbrook Public Safety Center.
- Designed a handout for the Police Department's *Fight the Fraud Inferno* identity theft and scam awareness campaign and created new web page. [View](#)
- Met with the Fire Department's Chili Cook Off planning committee to discuss the status of the event and make further plans.
- Met with web developer on current status of the website redesign.
- Attended an ICMA webinar on Promoting Trust in a Divisive World.
- Designed newspaper ad for Social Services concerning the upcoming Housing Choice Voucher wait list.
- Revised INSIGHT Citizen's Academy schedule (now held on Wednesdays and some Tuesdays).
- Met with the Museum of the Shenandoah Valley Marketing staff to discuss upcoming social media training program we are providing for a local conference.

311 Requests Received	#
FOIA	3
New Recycling Bin	2
Missed Trash/Recycling Collection	0
Trash on Property	0
City Tree Issue	0
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	0
Stormwater Drainage Issue	0
Graffiti	1
Pothole	0
Street Light Out	0
Tall Grass	0
Water/Sewer Service	0
Citibot	1
Total/YTD	7/448

Date	City Press Releases
10/9	Ground Breaking Ceremony - read
	Public Safety Trunk or Treat set for October 30 - read
10/10	Winchester Police launch Fight the Fraud Inferno campaign - read
Date	Segments on WDVM
10/4	Winchester officials welcome input on safety proposals - watch
10/10	Winchester's annual Oktoberfest is stirring up new things or 2019 - watch
10/10	Winchester Police Dept. launches fraud campaign - watch

Date	Articles in <i>The Winchester Star</i>
10/5	Prosecutor's office advocates for domestic, sexual violence victims
	Open Forum: On Boscawen
10/6	Notice billing, wording threatens elected School Board referendum
	Region's recycling concerns focus of study
10/9	Notice will be shortened, but questions persist
	Photos: Walking in the rain (Loudoun Street Mall)
10/10	Developer seeks \$3.1M tax break for proposed project
	Committee formed to pay costs of city referendum ad
	Winchester may sue drug makers
	Apparent domestic incident ends with charges
	A real brew haha
10/11	City campaign aims to promote fraud awareness
	Demolition work to make way for Innovation Center
	Trash service may change due to strain on workers
	Historic District parking